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ABSTRACT

An instruction manual for using the catalog production system developed by the Ohio College Library Center (OCLC). The manual has a three-fold purpose: (1) to define the pack - describes the objective of the Catalog Profile Questionnaire and how to complete it, (2) to delineate request procedures - gives the membership various procedures to follow when asking for catalog cards from OCLC and (3) to describe the precoded punch cards - contains a detailed explanation for completing the precoded punch cards. This catalog production system is capable of handling the individual needs of a member library which is likely to have a number of receiving catalogs, such as public catalog, official catalog or shelf list, within its system. Cards are produced weekly when each new Machine Readable Catalog (MARC) tape is received. (NH)

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Instruction Manual for Catalog Production

LT 001931

Ohio College Library Center
1314 Kinnear Road
Columbus, Ohio 43212
February, 1970

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The purpose of this Instruction Manual is three-fold. Section I, DEFINING THE PACK, delineates the objectives of the Catalog Profile Questionnaire and describes how to complete it. Section II, REQUEST PROCEDURES, provides the Membership with various procedures to follow when asking for catalog cards from OCLC. Section III, DESCRIPTION OF PRECODED PUNCH CARDS, contains a detailed explanation for completing precoded punch cards.

The Ohio College Library Center will produce cards weekly when each new MARC tape is received.

SECTION I: DEFINING THE PACK

Purpose of the Catalog Profile Questionnaire

The Ohio College Library Center has developed a Catalog Production System capable of handling the individual needs of a Member library, which is likely to have a number of receiving catalogs, such as public catalog, official catalog, or shelf list within its system. To secure from the Membership information about catalog cards to be produced for each catalog, OCLC has devised a Catalog Profile Questionnaire.

A separate Catalog Profile Questionnaire must be completed for each receiving catalog, since types of cards will vary for each catalog. Catalog cards produced for any one receiving catalog are called a pack. When a Member library has more than one receiving catalog, the entries produced for all of its receiving catalogs are referred to as complete packs.

Types of Entries

Catalog cards comprising a pack can be nine different types. They are:

Main Entry to be Arranged by Call Number (Shelf List).

Main Entry

Topical Subject Entry

Name as Subject Entry

Geographic Subject Entry

Personal or Corporate Added Entry

Title Added Entry

Author-Type Series Added Entry

Title-Type Series Added Entry

Some libraries maintain special catalog files for books having certain characteristics, such as a provenance catalog for books bearing marks of previous ownership. The Catalog Production System possesses the capability of producing "extra cards" for such special files. Those Members maintaining special catalogs should inquire of OCLC for the procedure to employ for requesting an extra card or cards.

Completing the Catalog Profile Questionnaire

A Catalog Profile Questionnaire should be filled out for each catalog - for each systematically arranged group of cards listing contents of a library or collection. If a public catalog has been divided into two systematic listings, one by author and title and the other by subject, a questionnaire should be filled out for each.

Only collections that possess their own catalogs should be described on questionnaires. For example, a reference collection recorded in a separate catalog should be reported on questionnaires. However, a reference collection listed only in a general catalog and designated by a stamp such as "Ref" over call numbers should not have a questionnaire. In this case, the stamp should be included on the blue or yellow punch card from which complete packs will be produced.

There are two parts to the Catalog Profile Questionnaire. The first part contains three questions, the first of which asks for the name of the "holding library or collection". The holding library is the library in which the book is to be shelved, regardless of where it is to be processed or the location of catalogs into which cards are to go. For example, a book may be shelved in a chemistry library, although processed in the central library, and represented by cards in a catalog in the chemistry library, and in the public catalog and shelf list of the central library. The second question requests a Member library to designate the receiving catalog to which the questionnaire is referring. The third question asks for the stamp to appear over call numbers on cards in catalogs that are not located in the holding library.

The second part of the form consists of a table which should be completed according to the characteristics desired for each of nine types of entries that may be included in a pack. The types of entries are found in the left side of Figure 1. Across the top of the table are five variable components associated with types of entries. They are from left to right on Figure 1: Holdings Information, Tracings, Subject Headings Position, Indention of Headings at Top of Cards, Capitalization of Headings at Top of Cards. These components should be defined for types of entries to be in a pack.

Some libraries record holdings information on only shelf list cards or main entries, while others list holdings on all cards. Checks in the "Yes" and "No" columns under "Holdings Information" will yield the formula that each Member wishes to apply. If tracings are desired at the bottom of cards, check "Yes". If no tracings are needed, mark "No". Subject headings can be positioned at either the top or the bottom of the cards. A check should go into one of the two positions desired.

The fourth variable contains information concerning indention of the heading. The first line of the heading at the top of a card may begin at one of four places: left edge of the card, first indention, second indention, third indention. Mark the box indicating the preferred indention for each type of added entry in a pack. Second and third lines of a heading will always begin at third indention. The last variable refers to capitalization used in headings at the top of cards; the Member can have a heading either in all capitals or in a combination of initial capital and lower-case letters.

After receiving a completed questionnaire from each Member, OCLC will devise a unique, three-symbol code for each holding library or collection. These three-symbol codes will be used by the Member whenever "Local Location" is requested on punch cards. A list of these three-symbol codes will be sent to each Member library.

OHIO COLLEGE LIBRARY CENTER

Catalog Profile Questionnaire

I. To define the pack of a receiving catalog, the Member should complete the following table. Directions for completing the table are in the Instruction Manual, pp. 2-3. Leave blank rows for types of entry not to be included in this pack.

II. 1. What is the name of the holding library or collection for which this pack contains cards?

2. What is the name of the receiving catalog into which this pack will go?

3. If this receiving catalog is not in the holding library or collection, put in the following box the stamp to appear above the call number (see Instruction Manual).

Type of Entry	Holdings Information		Tracings		Subject Headings Position		Indention of Headings at Top of Cards (first line only)				Capitalization of Headings at Top of Cards.	
	Yes	No	Yes	No	Top of Card	Bottom of Card	Left edge	First indention	Second indention	Third indention	Upper case	Upper and lower case
Main Entry to be Arranged by Call Number (Shelf List)												
Main Entry												
Topical Subject Entry												
Name as Subject Entry												
Geographic Subject Entry												
Personal or Corporate Added Entry												
Title Added Entry												
Author-Type Series Added Entry												
Title-Type Series Added Entry												

Fig. 1. Catalog Profile Questionnaire.

SECTION II: REQUEST PROCEDURES

This section of the Manual contains directions for using punch cards to obtain catalog cards from MARC records. The Catalog Production System provides for four basic call number schemes: namely, use of LC cataloging data plus LC call number, use of LC data with alteration of LC call number, use of LC data and Dewey class number, and use of LC cataloging data with a local call number. Most libraries now employ two intermeshed procedures for cataloging. The primary procedure employs LC cataloging data, and the secondary procedure utilizes original cataloging when LC data is not available. The OCLC Catalog Production System will integrate with present primary procedures.

When to Request

In a library that obtains its LC cataloging data from the NUC catalog, proofslips, or depository cards, procedures could be somewhat as follows. When a book is received, the cataloger would check the verso of the title page to see if the LC card number began with a "7". If it did, he would write that LC card number on the appropriate OCLC punch card (details below) and that card would be sent to OCLC to produce the desired catalog cards.

If the card number did not begin with a "7", the cataloger would search the book in files of LC cataloging data such as the NUC catalog, proofslip file, or depository card file. When he located an LC catalog record describing the book and bearing a card number with the designation "MARC", he would write the card number on the appropriate punch card to go to OCLC.

Books not bearing an LC card number with an initial "7" or not having a catalog record with the MARC designation would be processed according to the library's present cataloging system.

A library doing its cataloging with LC catalog data and using LC call numbers, but not using the NUC catalog, proofslips, or depository cards, would also request packs of cards from OCLC at the time the book arrived. If packs were to be requested earlier, some catalog cards would be in the catalog before the book would be on the shelf.

In the case of a library that does not use Library of Congress call numbers, it would be appropriate to request a unit card from OCLC at the time the book was ordered, providing that the LC card number began with a "7". If the LC card number does not have an initial "7", the book would be processed according to the library's present cataloging procedures.

Permanent Records at OCLC

Information received on punch cards from Members will be stored in the OCLC master file. A record will be kept by holding library of each book cataloged, these records to include the additions or changes requested by a Member. Therefore, libraries need to report an addition or change to OCLC only once.

Four Requisition Procedures

As mentioned above, there are four basic call number systems, each having different request procedures. As each of these procedures is explained, certain options will be discussed. These options permit each Member to alter the cataloging and call number to satisfy its own requirements.

On unit cards, as depicted in Figure 4, LC call numbers or Dewey class numbers are located in a 22-position area on the bottom line that is called the "user's option area". A library may insert information in this space on cards in catalog packs. For example, an accession number could be placed in the user option area.

For each set of procedures there is a corresponding flowchart (Figures 2, 3, 5, 6). These flowcharts represent the various options available to a Member when requesting catalog cards in accordance with one of the four basic procedures.

Users of LC Call Number (Fig. 2)

These Members will request catalog cards by completing the blue punch card, which requests production of complete packs. There are four options in making this type of request.

Case 1. If there are no modifications to be made to descriptive cataloging and no holdings to record as a note, then the Member library would send only the blue card to OCLC. Holdings information to be part of the call number should be written in the box in the lower, right-hand corner of the blue card (Fig. 8).

Case 2. If the library does want to make modifications to the LC data or to insert information into the user's option area, the librarian would use the brown card with the blue card.

Case 3. When a Member wishes to record a holdings statement as a note instead of with the call number, the Member would fill out the orange card as well as the blue card.

Case 4. Finally, there may be times when a Member library wants to make modifications and report holdings as notes. When both are desired, the librarian will complete the brown card and the orange card as well as the blue card.

Users of LC call numbers that employ the alternate class number supplied by LC for literature can obtain the alternate class number by filling out a green card labeled "LITERATURE" (Fig. 10).

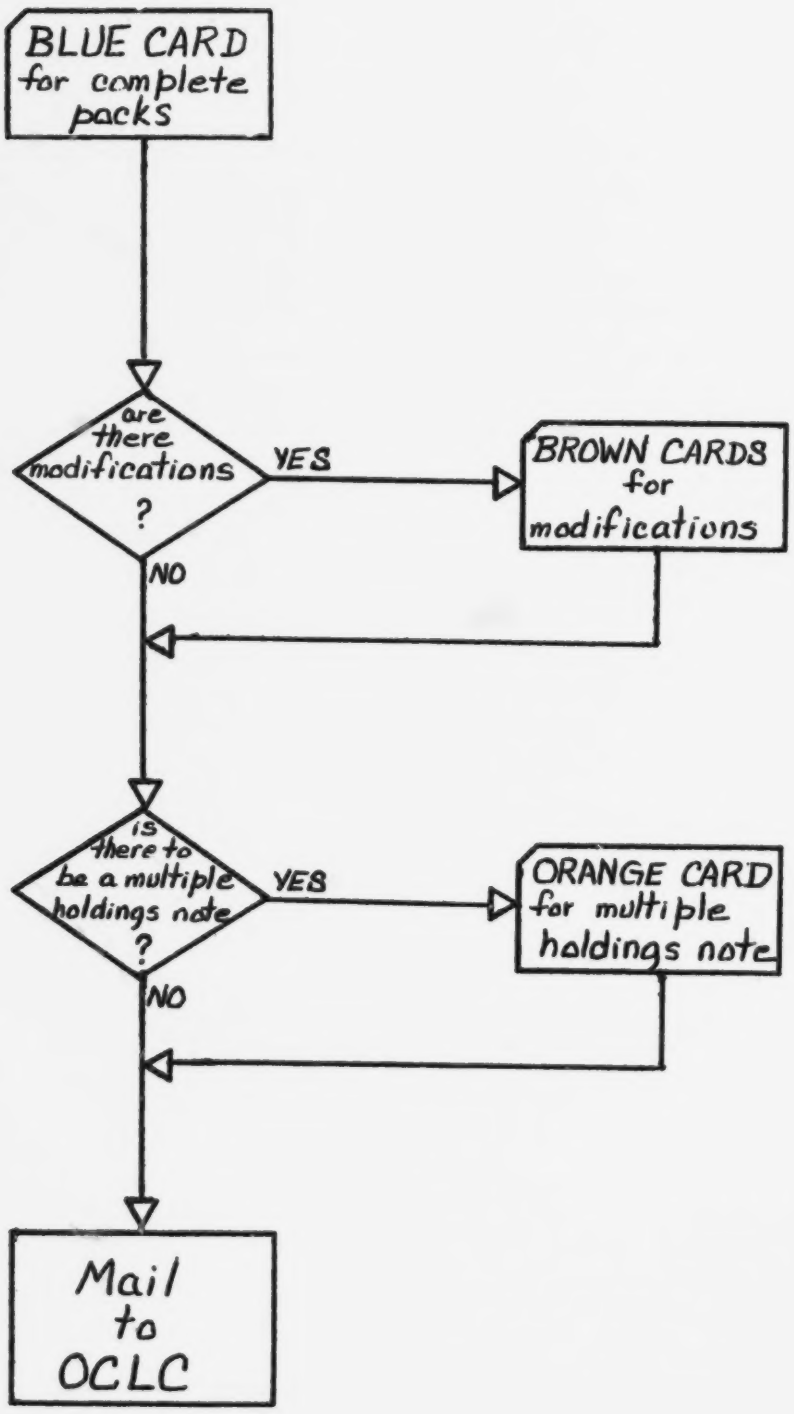

Fig. 2. Library Using LC Call Number.

Users of LC Class Number (Fig. 3)

Member libraries using the LC class number but not book number will ask for catalog cards by completing a green punch card and forwarding it to OCLC. The green card requests OCLC to send a unit card (Fig. 4) to the Member. The green card labeled "LITERATURE" should be used to obtain the LC alternate literature class number. After a call number has been constructed for the book, the library may order complete packs, doing so by filling out the yellow punch card with the desired call number, i.e. LC class number plus local book number. A Member library requisitioning complete packs with the yellow card has four alternatives.

Case 1. If there are no modifications and no holdings as notes, the library will send only the yellow card to OCLC (Fig. 12 and 13).

Case 2. If the library wishes to make modifications to the LC descriptive cataloging or to insert information into the user's option area, the librarian will employ the brown card with the yellow card.

Case 3. If a Member wants to record holdings in a note, the librarian will use an orange punch card with the yellow punch card.

Case 4. A library can send both modifications and holdings notes to OCLC at the same time. In this case, the brown card plus the orange card would be used in conjunction with the yellow card.

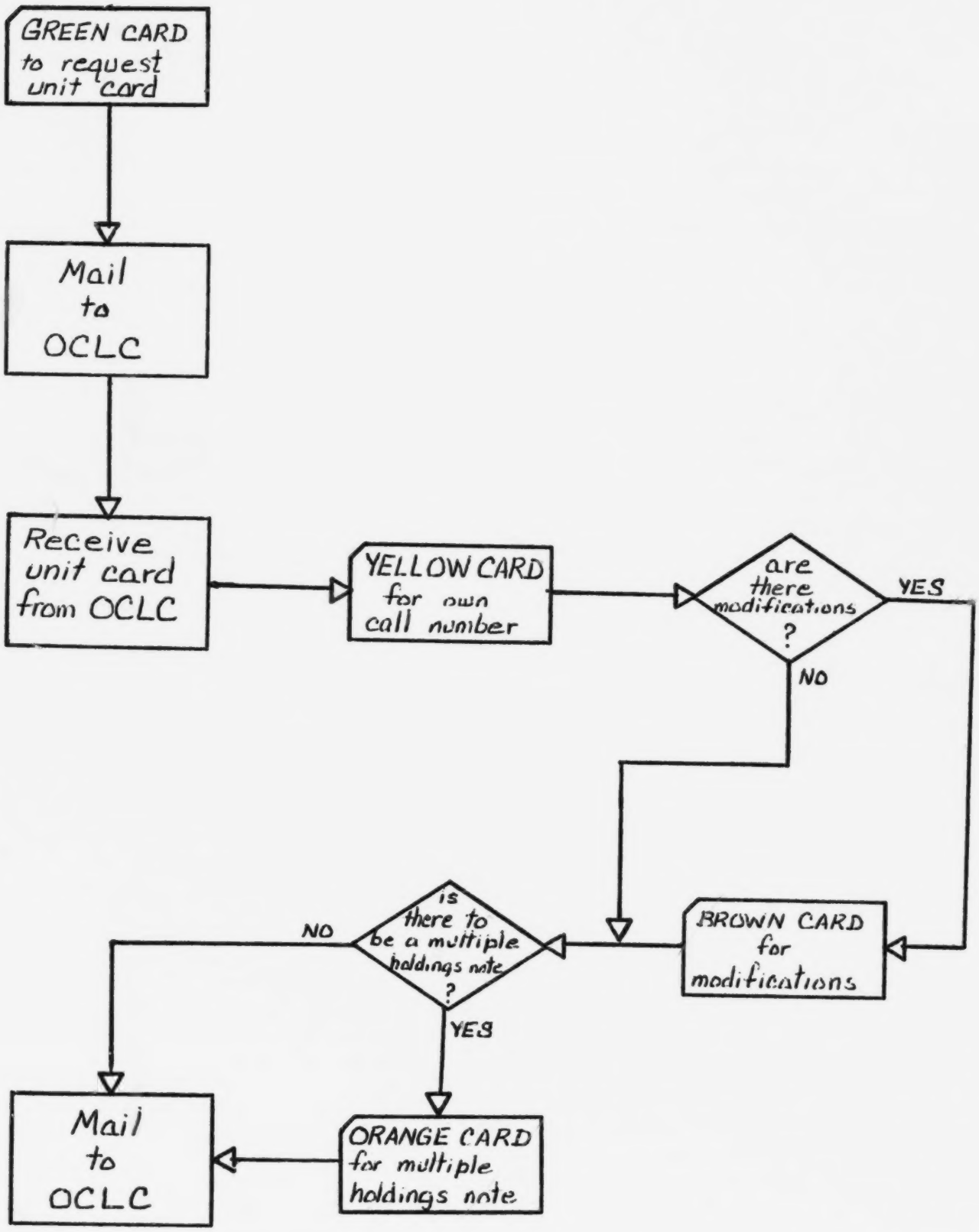

Fig. 3. Library Using LC Class Number.

Preconference Institute on Library
Automation, San Francisco, 1967.
Library automation: a state of the art review; papers. Edited by Stephen R. Salmon, Chicago, American Library Association, 1969.
ix, 175 p. illus. 28 cm.

1. Libraries - Automation - Congresses. I. Salmon, Stephen R., ed. II. American Library Association. Information Science and Automation Division. III. Title.

OSW Z678.9.A1P7 1967aa WTUuc 73-77283

The Writer's world. Presented by the **Authors Guild. Edited by Elizabeth** Janeway. (1st ed.) New York, McGraw-Hill (1969)
vi. 415 p. 23 cm.

1. Authorship - Addresses, essays, lectures. 2. American literature - 20th century - Addresses, essays, lectures. I. Janeway, Elizabeth, ed. II. Authors' League of America. Author's Guild.

OO 810.9/005 OBEuc 72-75164

Fig. 4. Unit Cards

Dewey Users (Fig. 5)

Members of OCLC using the Dewey class number follow the same request procedures as do libraries employing the LC class number with one exception. Dewey users request a unit card by sending a completed red punch card to OCLC.

To obtain complete packs a Member will fill out the yellow punch card and exercise one of the following options.

Case 1. When there are no modifications and no holdings note to be reported, the library will send only the yellow card.

Case 2. When a Member needs modifications or wishes to insert information in the user's option area, the librarian completes a brown punch card and sends it to OCLC with the yellow card.

Case 3. To add a holdings note, an orange card should be sent with the yellow card.

Case 4. Modifications and holdings notes can be produced by completing a brown card and orange card, both to be sent to OCLC with a completed yellow card.

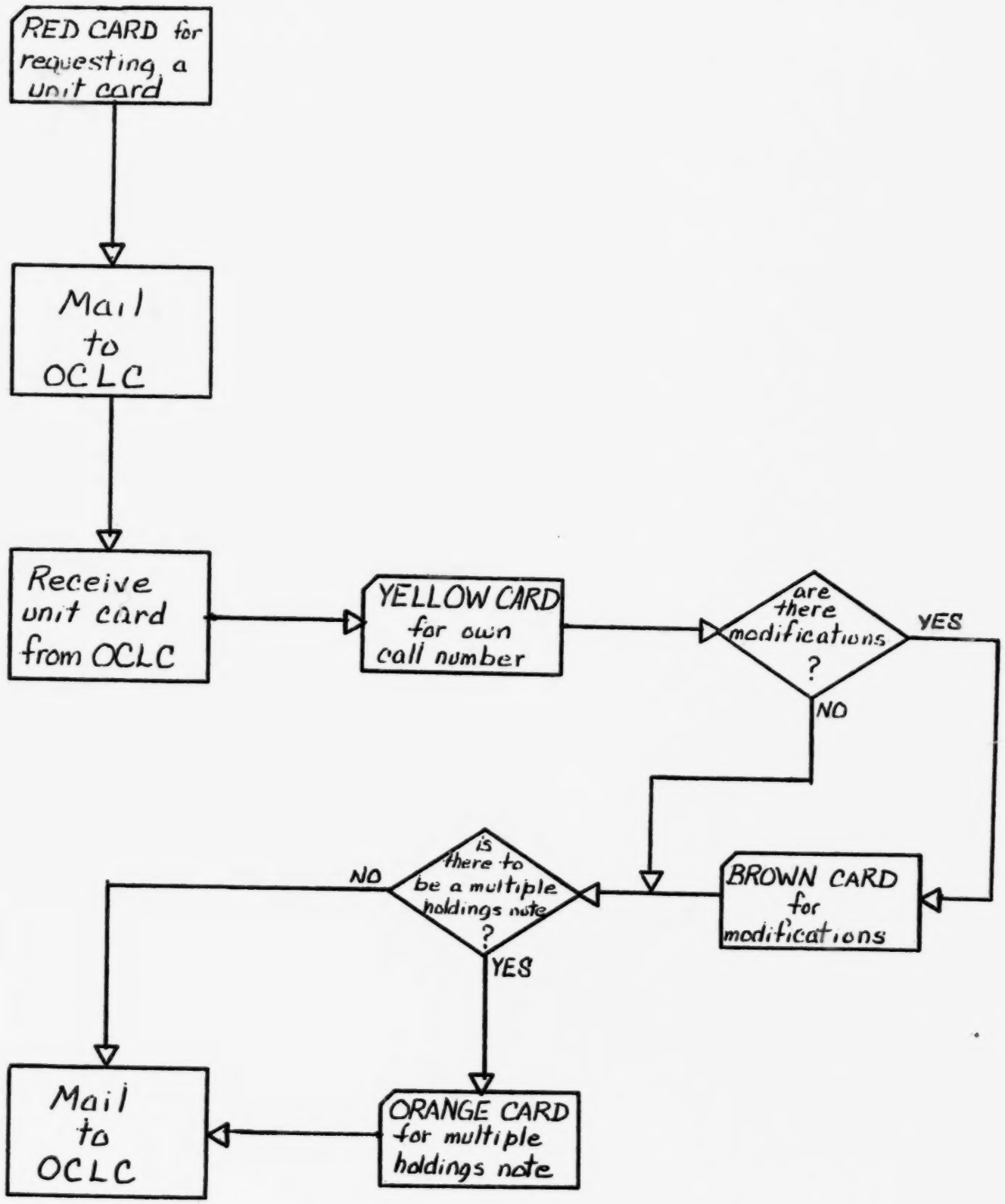

Fig. 5. Library Using Dewey Class Number.

Users of Local Call Numbers (Fig. 6)

Members who utilize their own local call numbers either for a special collection or for the entire collection may request catalog cards by filling out the yellow card with the call number. One of four alternatives may be exercised.

Case 1. The yellow card will be used to obtain cards bearing a local call number plus holdings (Fig. 12).

Case 2. If a modification or placement of data in the user's option area is desired, the librarian should send a brown card with the yellow card.

Case 3. To record a holdings note, the librarian would send an orange card with the yellow card.

Case 4. Modifications and holdings notes may be reported simultaneously by completing both the brown card and the orange card, and sending them to OCLC with the yellow card.

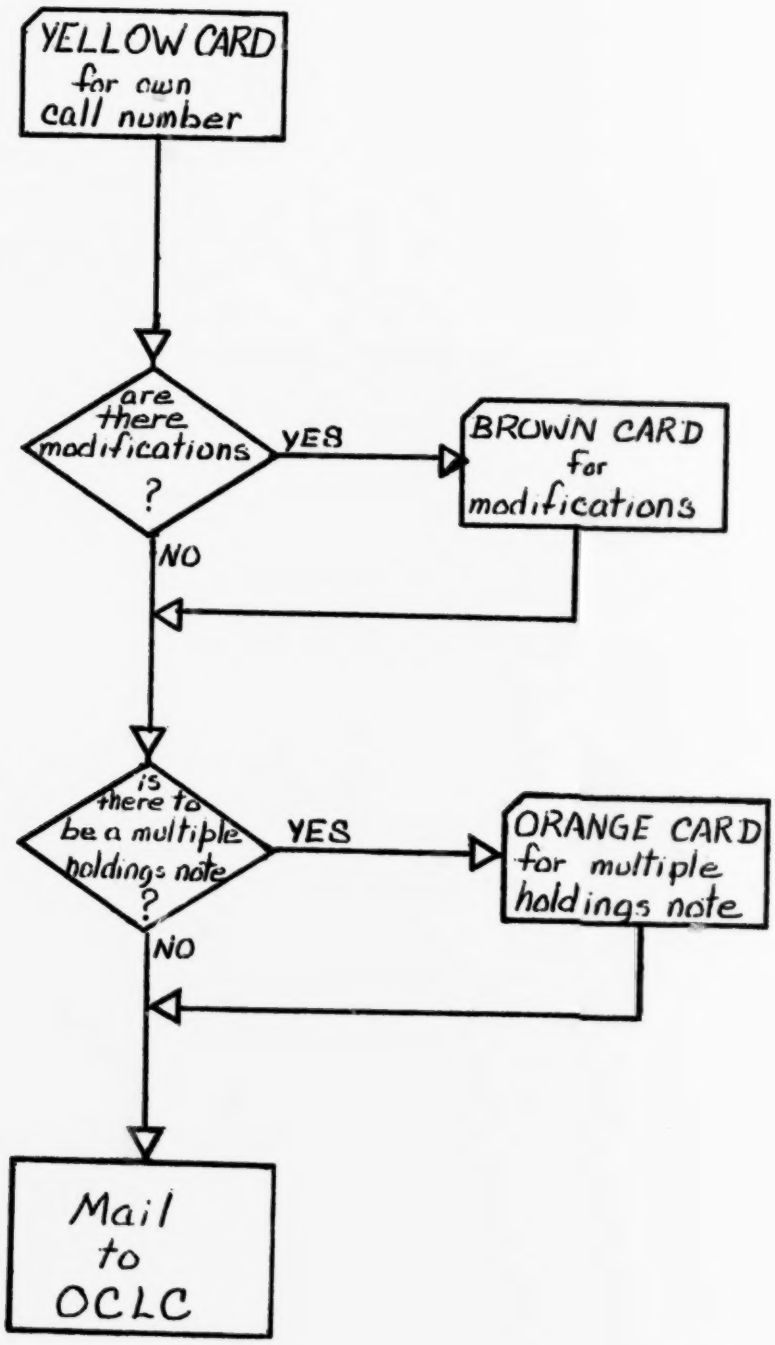

Fig. 6. Library Using Local Call Number.

Modifications and Multiple Holdings Notes

The brown card and orange card do not request catalog cards from OCLC. These two punch cards only request OCLC to alter the machine readable cataloging record for card production to be achieved by a blue or yellow card. Because instances may occur in which a library wishes to record modifications or holdings to the machine readable record without cards being produced, a Member may send either the brown card or the orange card to OCLC without a card requesting card production.

SECTION III. DESCRIPTION OF PRECODED PUNCH CARDS

This section of the Manual explains the function of seven precoded punch cards used in the Catalog Production System. Each punch card has a unique function, and except for the green "LITERATURE" card, each is a different color. A detailed explanation of the proper method to use in completing each punch card is also given. Figures 7 through 15 contain reproductions of the punch cards. Initial activation will not be full activation. Therefore, the Manual does not describe usage of some card boxes that will be utilized at a later date.

MARC records corresponding to card numbers on blue, green, and red cards will be sought in the MARC data base weekly for six weeks, and if not found, the original request card will be returned to the Member. Since libraries customarily arrange books awaiting processing by main entry, the first significant word of the main entry should be written in the box at the top, right-hand end of each blue, green, and red card submitted. Thereby, it will be possible for a library to locate readily a book for which a MARC record is absent in the data base.

Blue Punch Card (Fig. 7).

The blue card is used to request complete packs of catalog cards with the LC call number. To complete this punch card, one should type or print the LC card number in the box in the middle of the blue card.

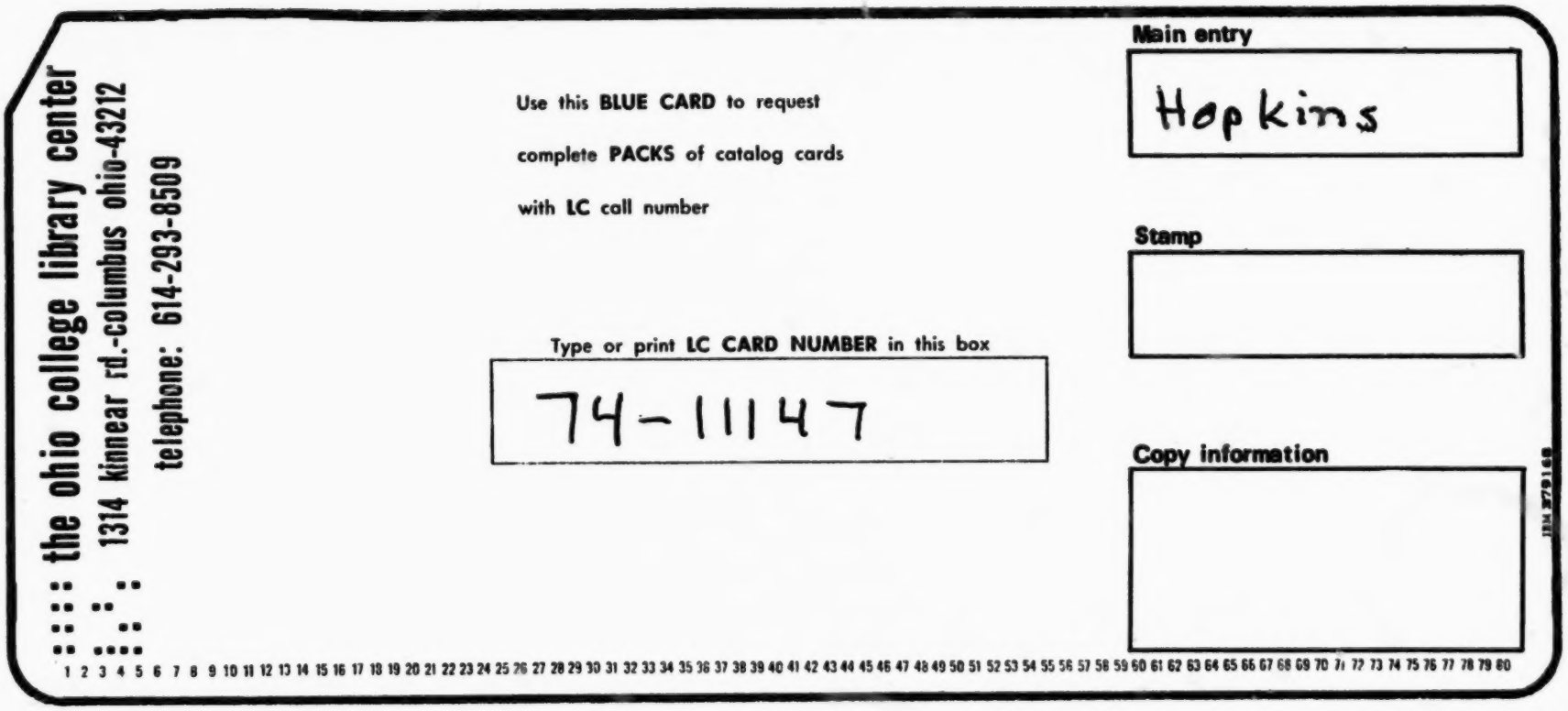

Fig. 7. Blue Card.

the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509

Use this **BLUE CARD** to request
complete **PACKS** of catalog cards
with **LC** call number

Type or print **LC CARD NUMBER** in this box

77-498761

Main entry
Eyck

Stamp
Ref

Copy information
2 cop

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509

Use this **BLUE CARD** to request
complete **PACKS** of catalog cards
with **LC** call number

Type or print **LC CARD NUMBER** in this box

72-88732

Main entry
Clapham

Stamp

Copy information
v1 3cop
v2 2cop

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Fig. 8. Blue Cards; Multiple Copies.

To list multiple copies of a book or volumes on a catalog card directly below the call number, place the desired information in the box at the right-hand end of the blue card below the level of the box for card numbers. If a "stamp" is required above the call number, put the stamp in the middle box at the right-hand end of the card. Figure 8 contains two examples.

Green Punch Card (Fig. 9).

The green card should be used by a Member for requesting a unit card; this catalog card carries the LC call number in the bottom line (Fig. 4). Members should use the green card labeled "LITERATURE" (Fig. 10) to obtain a unit card bearing an LC alternate literature class number. By recording the LC card number in the box found in the middle of the green card, as in Figure 9, and forwarding the card to OCLC, the Member will receive a unit card.

Red Punch Card (Fig. 11).

Like the previous card, the red card is used to request a unit card. However, the red card requests a unit card bearing a Dewey class number. By placing the LC card number in the box in the middle of the red card, as in Figure 11, the Member will receive the desired unit card.

Yellow Punch Card (Fig. 12).

This punch card permits each Member to request complete packs of catalog cards with its local call number. That is to say, if a particular Member library has its own classification system the Member can have catalog cards made with its own call number. If a listing of holdings with the call number is desired when requesting catalog production with the yellow card, the Member should put the information in the larger box directly below the local call number. Figure 12 illustrates this technique.

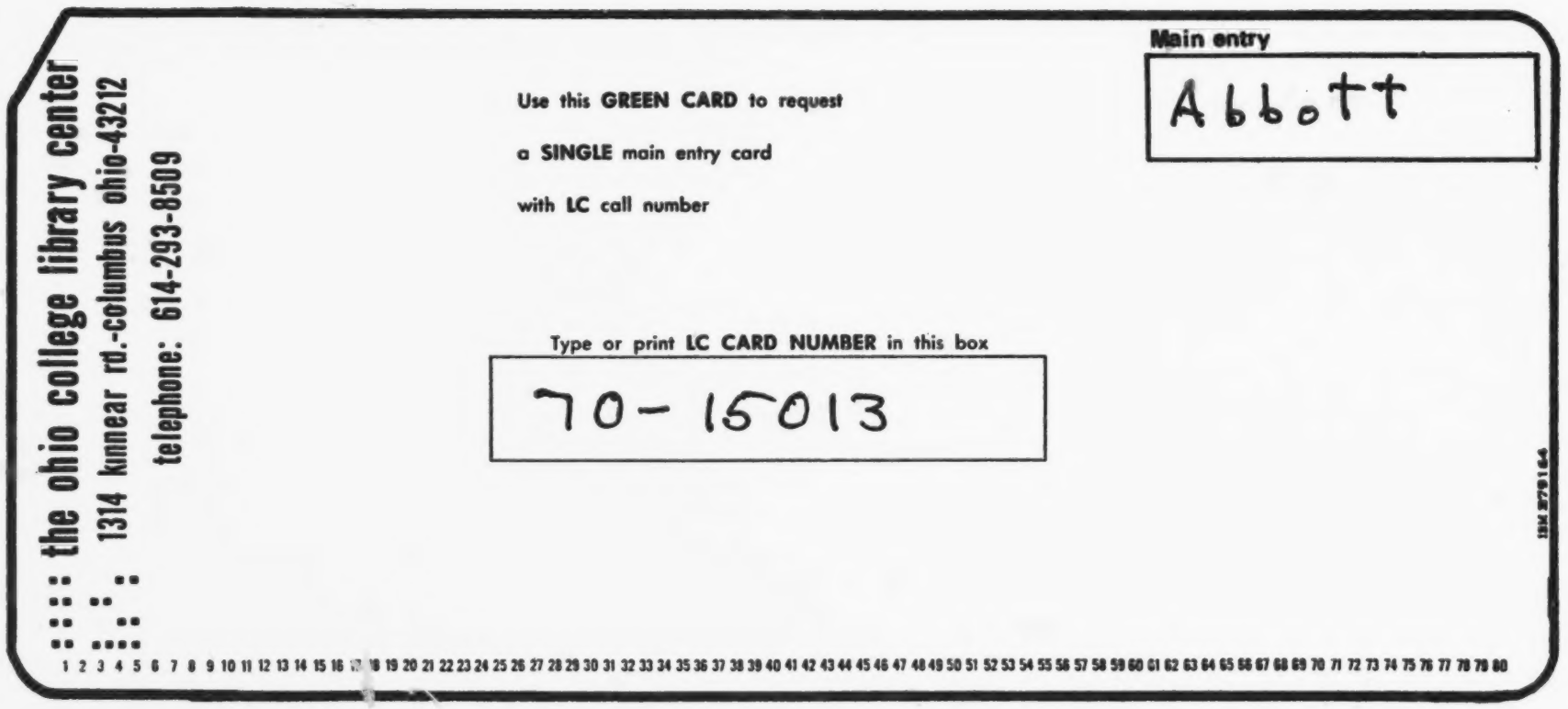

Fig. 9. Green Card.

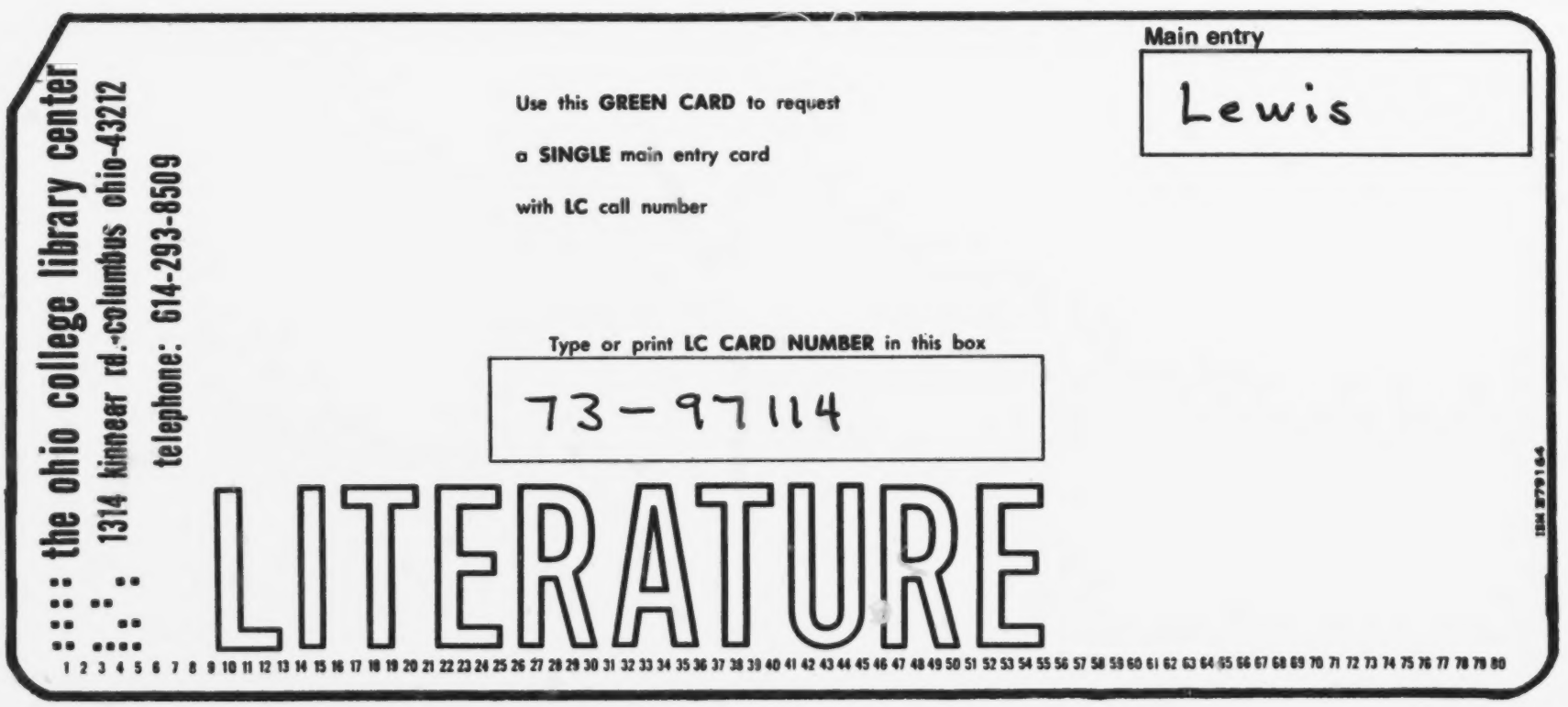

Fig. 10. Green "Literature" Card.

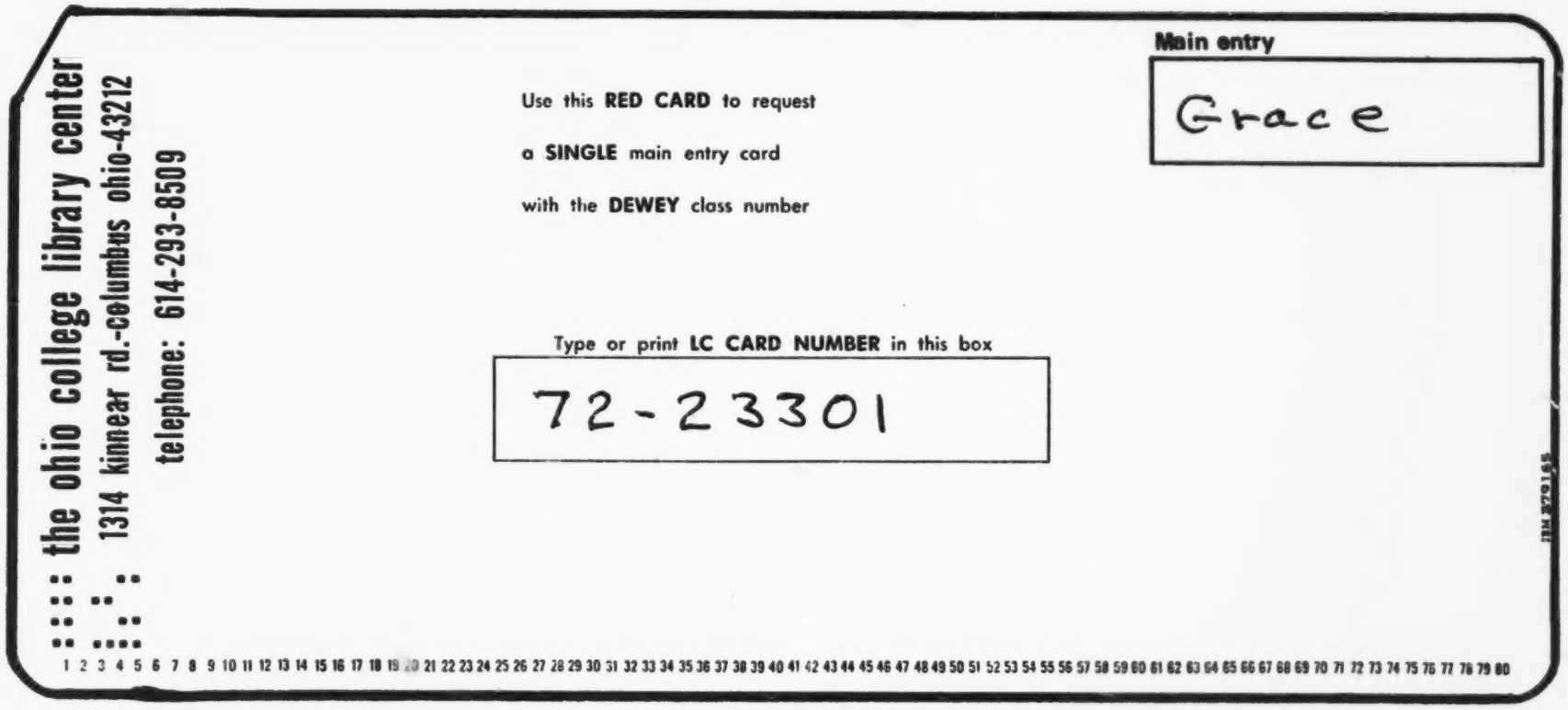
the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509
Use this RED CARD to request
a SINGLE main entry card
with the DEWEY class number
Main entry
Grace
Type or print LC CARD NUMBER in this box
72-23301

Fig. 11. Red Card.

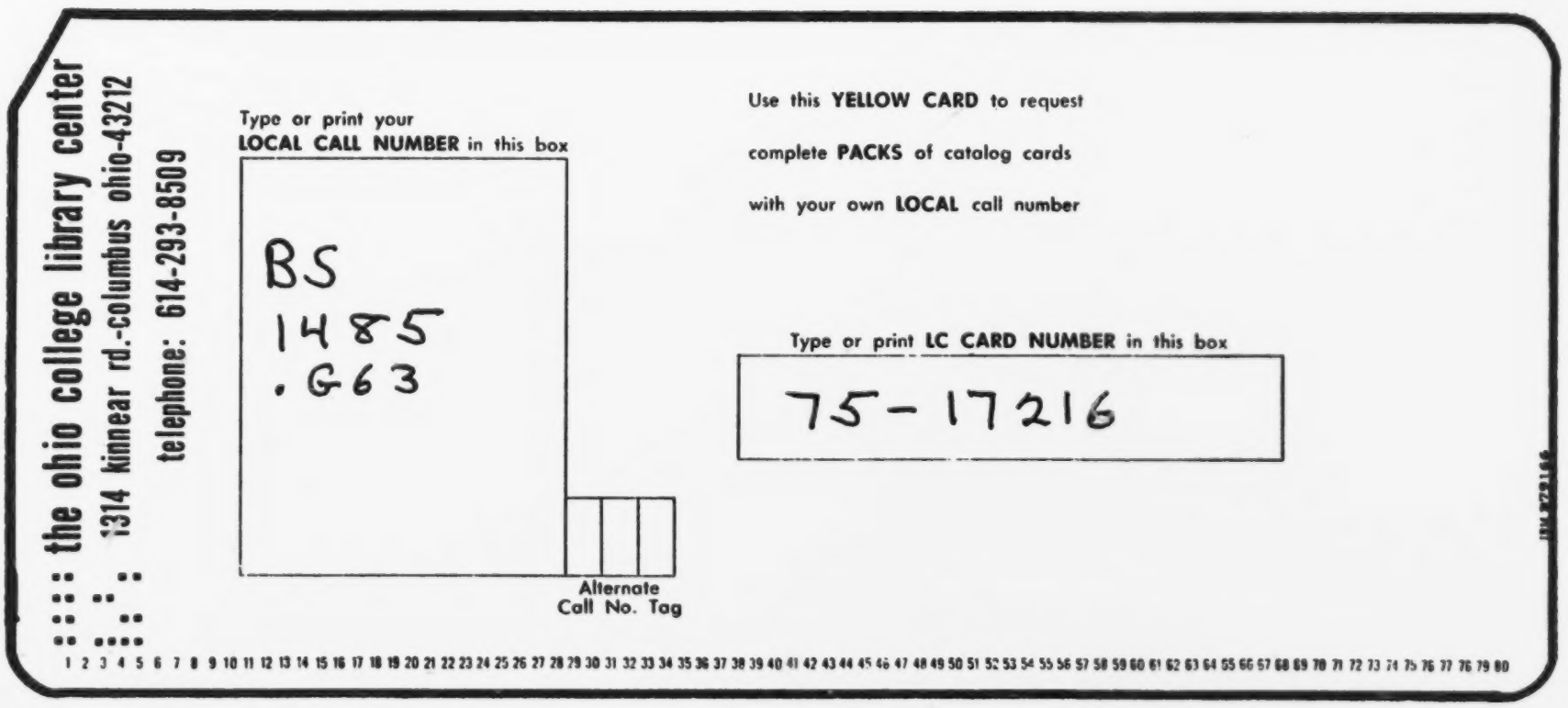

Fig. 12. Yellow Card.

The LC card number should be placed in the box to the right and the local call number, exactly as it is to appear on the catalog card, should be placed, left-justified, in the larger box to the left (Fig. 12). Since each call-number line will accommodate up to eight characters, no more than eight characters including decimal points and blank spaces should be arranged on one line. If a listings of holdings with the call number is desired when requesting catalog production with the yellow card, the Member should put the information in the larger box directly below the local call number. Figure 13 illustrates this technique.

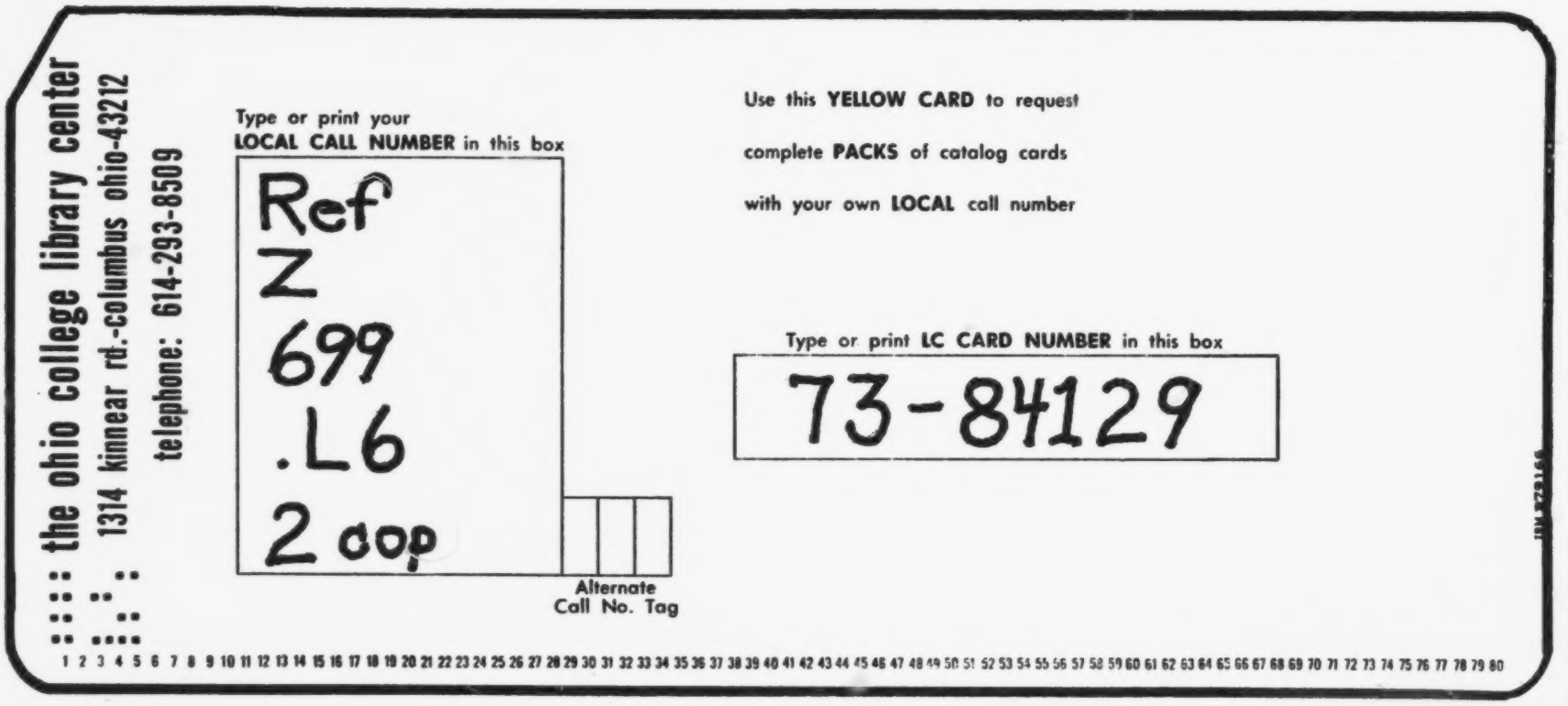
the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509
Type or print your
LOCAL CALL NUMBER in this box
Ref
Z
699
.L6
2 cop
Alternate
Call No. Tag
Use this YELLOW CARD to request
complete PACKS of catalog cards
with your own LOCAL call number
Type or print LC CARD NUMBER in this box
73-84129
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Fig. 13. Yellow Card; Multiple Copies.

Brown Punch Card (Fig. 14).

A Member library requests modifications to LC descriptive cataloging or insertion of information into the user's option area on the bottom line of a catalog card, using a brown punch card. In the upper-right corner of the card is a box within which the LC card number should be typed or printed, as in Figure 14. Immediately below the LC card number there is a longer box for the modification. The change to the descriptive cataloging should be typed or printed in this box exactly as it is to appear on the catalog cards. Only one line of text to be on a catalog card should be placed in the modification box of any brown card. If the modification requires more than one line to complete, then two, three, or more additional brown cards should be used. Similarly, if there are a number of different modifications for one book, then each modification should be reported on a separate brown card.

Directly beneath the modification box is a box labeled "Tag". The tag is a three-digit number used to designate the catalog element to be modified (See Subscriber's Guide to the MARC Distribution Service, pp. 41-67). This tag number can be selected from Table 1.

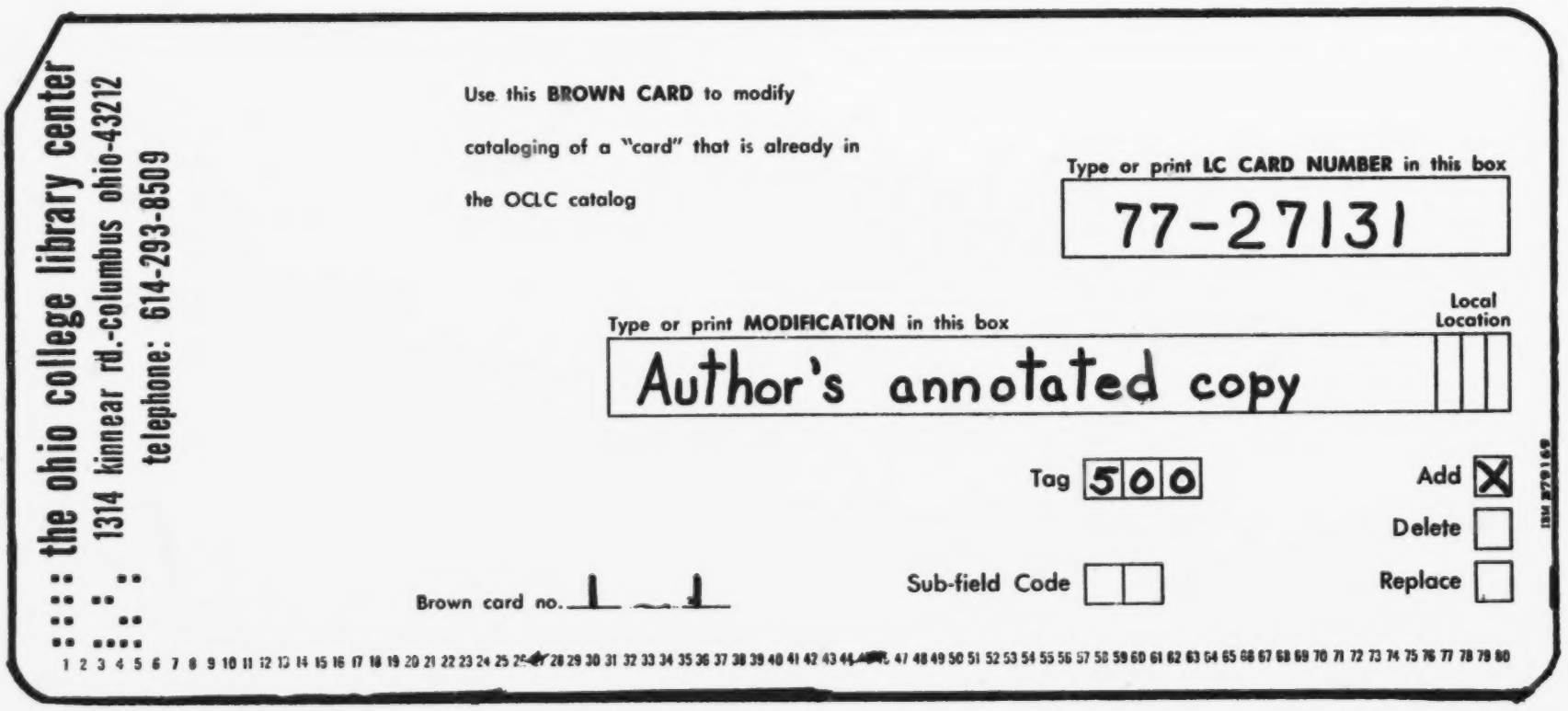
the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509
Use this BROWN CARD to modify
cataloging of a "card" that is already in
the OCLC catalog
Type or print LC CARD NUMBER in this box
77-27131
Type or print MODIFICATION in this box
Local Location
Author's annotated copy
Tag 500
Add X
Delete
Replace
Sub-field Code
Brown card no. 1 1
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

Fig. 14. Brown Card.

Main Entry
1 0 0 Personal Name
1 1 0 Corporate Name
1 1 1 Conference or Meeting
1 3 0 Uniform Title Heading

Supplied Titles
2 4 0 Uniform Title
2 4 1 Romanized Title
2 4 2 Translated Title

Title Paragraph
2 4 5 Title
2 5 0 Edition Statement
2 6 0 Imprint

Collation
3 0 0 Collation
3 5 0 Bibliographic Price
3 6 0 Converted Price

Series Notes
4 0 0 Personal Name - Title (Traced Same)
4 1 0 Corporate Name - Title (Traced Same)
4 1 1 Conference-Title (Traced Same)
4 4 0 Title (Traced Same)
4 9 0 Series Untraced or Traced Differently

Bibliographic Notes
5 0 0 General Notes
5 0 1 "Bound With" Note
5 0 2 Dissertation Note
5 0 3 Bibliographic History Note
5 0 4 Bibliography Note
5 0 5 Contents Note (Formatted)
5 0 6 "Limited Use" Note
5 2 0 Abstract or Annotation

Subject Added Entries
6 0 0 Personal Name
6 1 0 Corporate Name (excluding political jurisdiction alone)
6 1 1 Conference or Meeting
6 3 0 Uniform Title Heading

LC Subject Headings
6 5 0 Topical
6 5 1 Geographic Names
6 5 2 Political Jurisdictions Alone or with Subject Subdivisions

Other Subject Headings
6 6 0 NLM Subject Headings (MESH)
6 7 0 NAL Subject Headings
6 9 0 Local Subject Heading Systems

Other Added Entries
7 0 0 Personal Name
7 1 0 Corporate Name
7 1 1 Conference or Meeting
7 3 0 Uniform Title Heading
7 4 0 Title Traced Differently
7 5 0 Name Not Capable of Authorship

Series Added Entries
8 0 0 Personal Name-Title
8 1 0 Corporate Name-Title
8 1 1 Conference or Meeting-Title
8 4 0 Title

OCLC Tags
9 5 0 User's option area

Table 1. Variable Field Tags.

For example, the modification given in Figure 14 identifies the book as the author's annotated copy, which is a general note and bears the tag "500". In the lower-right corner of the brown card are three separate boxes, labeled "Add","Delete", and "Replace". Normally, only one of the three boxes would be checked. However, the only modification to LC cataloging that can be made at initiation of the Catalog Production System is "Add".

Finally, there is a short phrase found in the lower-middle section of the brown card that reads, "Brown card no. _____ of _____". The Member library will complete this statement according to the number of brown cards used and in the order these cards are to be processed. For example, if four brown cards were necessary to modify the cataloging, the phrases on the punch cards would be completed as follows:

"Brown card no. 1 of 4" --- First Card

"Brown card no. 2 of 4" --- Second Card

"Brown card no. 3 of 4" --- Third Card

"Brown card no. 4 of 4" --- Fourth Card

The four brown cards would then be processed by OCLC in the numerical order designated by the Member.

Orange Punch Card (Fig. 15).

The function of the orange card is similar to that of the brown card; the orange card enables a library to record holdings as a note in the OCLC master file. The LC card number should be placed in the box found in the upper-right corner of the orange card. The holdings statement, exactly as it is to appear in the note on the catalog cards, should be typed or printed in the longer box in the middle of the punch card. Holdings should be listed positively in the form "Library has v1 2cop; v2; v4 2cop".

The orange card has a brief statement in the lower-right corner which reads, "Orange card no. _____ of _____". Because only one line may be typed in the holdings box, and because only one holdings statement may be placed on a single orange card, more than one orange card may be needed to catalog a book satisfactorily. If for example there were four different holdings statements for a book, then it would be necessary to use four orange cards. The first of the four cards would be completed like that in Figure 15 --- "Orange card no. 1 of 4". The remaining three punch cards would be completed as follows according to the desired order of processing:

"Orange card no. 2 of 4" --- Second Card

"Orange card no. 3 of 4" --- Third Card

"Orange card no. 4 of 4" --- Fourth Card

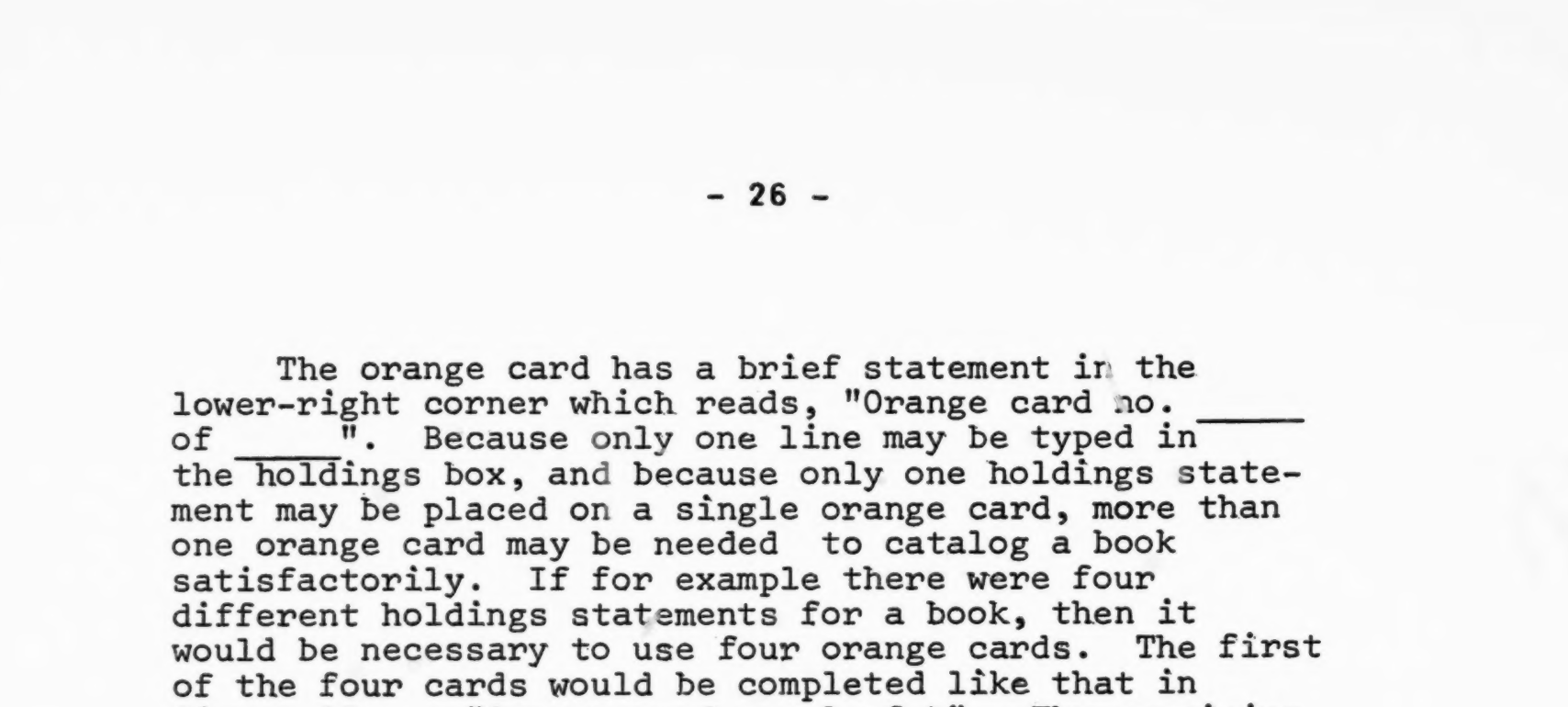
the ohio college library center
1314 kinnear rd.-columbus ohio-43212
telephone: 614-293-8509
Use this ORANGE CARD to record
your HOLDINGS in the
OCLC catalog
Type or print LC CARD NUMBER in this box
79-13274
In this box, type or print HOLDINGS statement as it is to appear on catalog cards
Library has v1 2cop; v3
Local Location
Orange card No. 1 of 1
IBM 878167

Fig. 15. Orange Card.